

**DESIRE/NEED AS DETERMINED BY TEAM**

<b>#.</b> You may assign any number you wish. The numbers are used only to keep sheets in sequence and to associate actions with Desires/Needs in case sheets get separated. The numbers are not entered into the EIS	<b>NAME OF DESIRE/NEED:</b> The name entered here becomes the label displayed on the computer screen to identify the Desire/Need. Since a Desire/Need may encompass several actions, it is recommended to use the domains from the Response Sheet for Essential Information as names for Desires/Needs	
<b>DESIRE/NEED DESCRIPTION:</b> A brief description of the Desire/Need <input type="checkbox"/> Projected date exceeds 90 days because: A brief statement explaining why the desire/need cannot be accomplished within 90 days(if applicable)		
<b>START DATE:</b> Date the Desire/Need is identified, usually the annual planning date. All dates must be mm/dd/yy	<b>PROJECTED DATE:</b> Date the Desire/Need is expected to be accomplished, up to one year from planning date. If the Desire/Need is expected to take more than a year, check the long term goal box below.	<input type="checkbox"/> DESIRE <input type="checkbox"/> NEED <input type="checkbox"/> UNMET Indicate if this is a Desire or a Need (cannot be both). If the Need (not Desire) is unmet, check the Unmet box. An unmet Need requires a separate face sheet and Interim Plan
<b>PERSON RESPONSIBLE:</b> Name of <b>person</b> (not agency, not job title) with overall responsibility for this Desire/Need. Enter only <b>one</b> name. If there is shared responsibility, enter the name of the person with primary responsibility		
<b>REASON:</b> <input type="checkbox"/> Continuing <input type="checkbox"/> New Most Desires/Needs will be New. A Continuing Desire/Need is one carried over from the previous year as a Long Term Goal	<b>LONG TERM GOALS FLAG:</b> <input type="checkbox"/> Check if this Need/Desire is projected to take more than a year	

<b>ACTION #:</b> Label each action with the number you gave the Desire/Need and a letter, e.g., 1A	<b>ACTION NAME:</b> Identify the action. As with Plan name and Desire/Need, the action name becomes the label which identifies the action in the EIS	
<b>ACTION DESCRIPTION:</b> A brief description of the <b>action</b> that will be taken. :		
<b>ACTION START DATE:</b> The date when the action is expected to start. This may be the planning date or any other time within the year	<b>TARGET DATE:</b> The date when the action is expected to be completed, up to a year from the planning date. All dates must be mm/dd/yy	
<b>PERSON RESPONSIBLE:</b> The name of the <b>person</b> (not agency, not job title) responsible for this action		
<b>RESOURCES NEEDED:</b> Use this space to identify resources such as funds, staff, training, etc. which may be needed to accomplish the action. This need not be a descriptive narrative; a simple list is sufficient		

<b>ACTION #:</b> If the action above is 1A, this would be 1B, etc.	<b>ACTION NAME:</b>	
<b>ACTION DESCRIPTION:</b>		
<b>ACTION START DATE:</b>	<b>TARGET DATE:</b>	
<b>PERSON RESPONSIBLE:</b>		
<b>RESOURCES NEEDED:</b>		

If there are more than 4 Actions, use another Desire/Need sheet. On the new sheet cross out the Desire/Need block at the top and complete as many action blocks as needed, continuing the numbering for each action (e.g., 1E, 1F etc.)